## PeopleSoft NDS Vacant Position Report



August 16, 2006

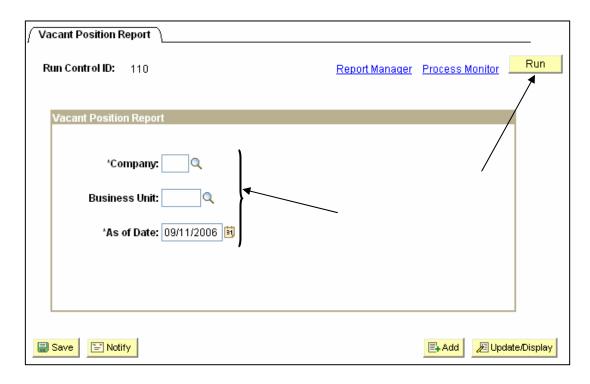
## REQUEST A NDS POSITION REPORT

Use the following navigation to 'NDS Vacant Position Report' and select 'Add a New Value' or if you have run this report before you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Vacant Position Report

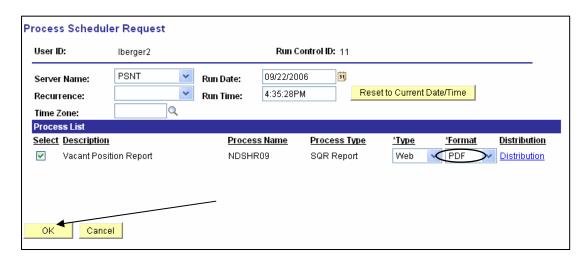


'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5 digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit and it will recall your 'Run Control'.

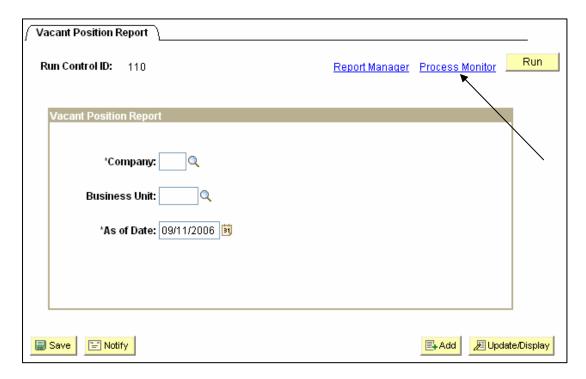
In the following screen enter 'ND' in the Company field, your 5-digit Business Unit (You will only get results for the Business Unit(s) for which you have security access) in the Business Unit Field, and the As of Date that you would like this report run. Then Click 'Run'.



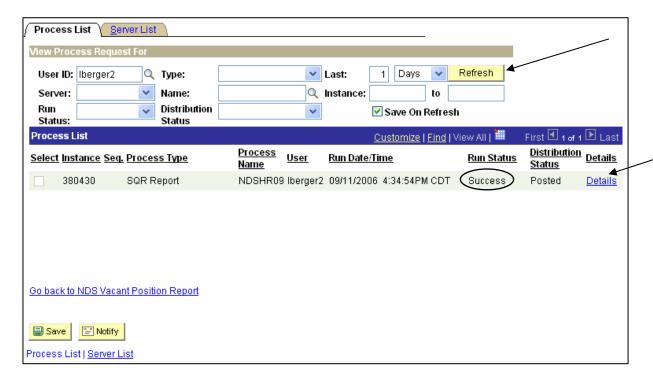
The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.



At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



Then click on 'View Log/Trace'.



Then click the report name below to view the report.



The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

